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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Director of Legislative Liaison
Director of Public Affairs
Administrative Officer, DCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Proposal to Establish a Focal Point to Record
CIA Information Released to the Public

1. The Office of Information Services (OIS) has proposed that a short-term (one or two meetings) task force be formed to look at the merits of establishing a focal point responsible for recording Agency information officially placed in the public domain. Within specified parameters, the focal point would be responsible for capturing the texts of Agency releases and indexing them for retrieval. OIS is prepared to take on the responsibility if a consensus is reached that the effort would be worthwhile.

2. OIS's concern stems from recent findings that we often have difficulty determining what has been publicly disclosed. We are now in the position of not knowing the extent to which individual DS&T projects have been publicly acknowledged, let alone the circumstances, and similar problems exist in the DI's day-to-day review of information under the Freedom of Information Act (FOIA). There is no practical way for DI analysts to know whether information being reviewed has been previously released. The DO has a comprehensive automated system to record which DO documents have been released, but that system does not record the texts of releases, and retrieving such texts is a time-consuming and unwieldy process with no certainty of success. Although this Directorate has a system that captures released texts on film, it was primarily established to help answer requests from the public, is far from comprehensive, and was not designed for Agency-wide use.

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3. To alleviate these shortcomings, a new initiative was submitted by OIS for the 1987 program. The initiative was to establish an Agency-wide system to capture and display for the user the texts of released material (including any pictures, graphs, handwritten notes, etc.) on a terminal or special screen. It was to be designed to give officials throughout the Agency the capability to readily determine what CIA information has been officially released and the circumstances of the release. Due to a lack of funds, however, it is probable that this system, called the Officially Released Information System (ORIS), will not be developed for several years. The concern now is that the information ORIS will need to be viable will be destroyed or otherwise lost for future use. Without the information, OIS believes an Agency-wide system would not be worth the cost.

4. Currently OIS has access to all FOIA, Privacy Act, and Executive Order 12356 mandatory review releases at the initial and appeal levels, but does not have routine access to other types of releases. If the focal point proposal is found to be a good one, procedures to give OIS access to the remaining releases, perhaps through the Information Review Officer positions, would need to be established. To help understand the types of released information OIS believes warrants recording, an excerpt from a 15 August 1984 OIS system concept paper is attached. The paper was widely coordinated throughout the Agency last year and it is believed the information parameters set forth are definitive.

5. Because Agency-wide participation is essential, I ask that each of you name an individual to the task force who can speak for you on the issues. The task force will be headed by the Deputy Director of Information Services and the DA representative will be our Information Review Officer.

6. Please send OIS the name of your representative by 22 February. Questions regarding any of the above may be directed to [redacted] OIS Planning Officer, on [redacted]

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Attachment:
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EXCERPT
OIS SYSTEM CONCEPT PAPER
OFFICIALLY RELEASED INFORMATION SYSTEM (ORIS)
(15 August 1984)

3. SYSTEM CONTENT

a. Except for releases authorized by the CIA National Security Classification Guide [redacted] the system will record all officially released CIA information that:

- (1) was previously classified, or
- (2) is part of the content of a classified, previously classified, or classifiable CIA record, or
- (3) pertains to the CIA mission, functions, or organizational structure, or
- (4) pertains to any aspect of intelligence sources or methods, or
- (5) is part of the content of a record of another Government entity, was previously classified or classifiable, and the CIA is identified or identifiable as the source.

b. The system is intended to record all intelligence-related information that has been officially acknowledged by the Agency. Such official acknowledgments may be in the form of, but are not limited to:

- (1) releases under the FOIA, PA, and mandatory review provisions of E.O. 12356,
- (2) officially sanctioned speeches,
- (3) media releases,
- (4) affidavits and judicial and congressional testimony,
- (5) material declassified and released outside the Agency, and

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SUBJECT: Proposal to Establish a Focal Point to Record CIA Information
Released to the Public

DA/PO/OIS [redacted] (7 Feb 85)

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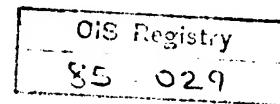
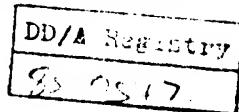
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11 FEB 1985

104

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted]

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Director of Information Services

SUBJECT: The Officially Released Information System (ORIS)

REFERENCE: OIS Memorandum dated 17 August 1984 entitled "Automated System to Record CIA Information Released to the Public" (OIS 84-387)

1. Given the low DA ranking ORIS recently received as a new initiative, we accept the fact that ORIS as an Agency-wide system must be delayed for several years. While we are disappointed, we understand the reasons. At the same time, we appreciate the enthusiastic support you and the DCI voiced for the concept, and now want to do what we can to keep it viable. Accordingly, I am asking your help to ensure that the information ORIS will eventually need, the texts of Agency documents placed in the public domain, is not destroyed or otherwise lost to our future use.

2. Currently OIS has access to FOIA, PA, and EO mandatory review releases at the initial and appeal levels and has the resources to record the texts of FOIA and EO (but not PA) cases. Information made available to the public through other means, including releases through special and FOIA litigations, is not routinely available to OIS. To close this gap, I need your approval to begin discussions aimed at making OIS the focal point for recording all Agency information released to the public. A memorandum initiating this process is attached for your signature.

4. If OIS does become the Agency focal point, I will reallocate a limited amount of resources within OIS for this effort. The reallocation, which would probably be limited to one position, would be used to handle the recording of the increased volume of information and to alleviate some of the deficiencies that have existed in this area for several years.

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5. Although we will not be able to provide the Agency the level of support we would like, I believe this is a move in the right direction. With the above and other modest improvements we hope to make in our capabilities, we will be in a better position to proceed with the objectives of ORIS when the time comes.

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Attachment:
As stated

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